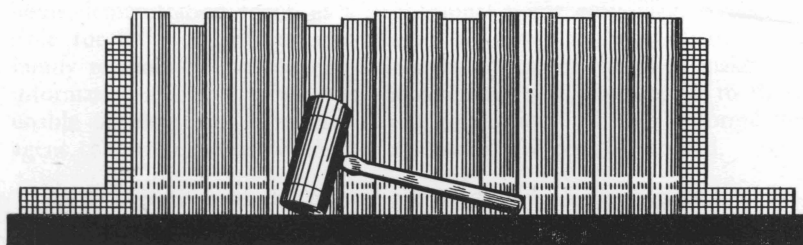


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# COUNTY HOME DEMONSTRATION COUNCIL MANUAL



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# County Home Demonstration Council Manual

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A COUNTY HOME DEMONSTRATION COUNCIL is a committee appointed by the county home demonstration clubs and responsible to them and to the county home demonstration agent.

The first county home demonstration councils were organized in 1924 under the direction of Mrs. Maggie W. Barry, then Extension Advisor, Rural Women's Organizations. While their work has increased in volume and variety, they still follow the fundamental principles on which she founded them. They are an excellent illustration of the proper relationship between lay and professional workers. The county home demonstration agent, as a professional home economist, is responsible for technical information relating to food, clothing, shelter, and family relations. The council, trained by the agent, helps to make this information available to all rural homemakers and interprets it to those unable or unwilling to receive direct instruction. It also informs the agent concerning areas where her assistance is especially needed.

The objectives of the council are to develop leadership and to forward and extend home demonstration work among both women and girls in all parts of the county.

As has been said above, the council has the organization status of a committee. It functions within the limitations of the policies of the state Extension Service. All of its activities are subject to the approval of the county home demonstration agent, the representative of the staff in the county.

It cannot take official action on anything except matters relating to home demonstration work and cannot join, as an organization, other groups not directly related to the cooperative extension work.

The county home demonstration council has three main responsibilities. They are:

1. To serve as an advisory committee.
2. To be a means of communication between the clubs and the agent and between various groups and individuals interested in the objectives of the Extension Service.
3. To be a demonstration in organization.

## **THE COUNTY HOME DEMONSTRATION COUNCIL IS AN ADVISORY COMMITTEE**

As an advisory committee, the county home demonstration council assists the agent:

1. *In determining and stating the objectives of the work in the county.* Council members should be alert to recognize problems related to homemaking.
2. *In planning for the attainment of these objectives.* They should consider what types of result demonstrations, programs, exhibits or campaigns might help solve the problems listed.
3. *In carrying out the plans.* This is the phase in which most councils do the best work. They divide the responsibility for work, arrange for local leadership, plan meetings, and look after many details of the work.
4. *In evaluating results.* This means keeping records, and making and analyzing reports so that the council and the agent may know the progress being made in reaching the objectives.

The county home demonstration council is the countywide organization which coordinates all group activities related to home demonstration work. It should be familiar with all phases of the work in all parts of the county. While its membership is drawn from the women's home demonstration clubs, its work should not be confined to planning for them and to carrying out their programs and plans. It should recognize its responsibility toward girls' 4-H clubs and should assist the agent and girls in developing work that will reach the largest possible number.

It is neither possible nor advisable to organize local home demonstration clubs in all communities. However, the council should plan for them to be reached with the work through community home demonstration committees, expansion work from the council or clubs or by special campaigns.

Sometimes it is advisable to organize groups dealing with specific activities such as marketing and recreation associations or reporters. These have the relationship of committees of the council. New organizations or committees should not be created unless the work to be performed cannot be done effectively through groups already functioning or through individual effort. The county home demonstration agent should not give continuous official service to home demonstration organizations not related to the council.

The council helps plan for the cooperation of the home demonstration and 4-H clubs with organizations having related objectives. These might include the Red Cross, the school lunch program, fair associations, garden clubs or any others with whom a cooperative program has been arranged.

## **THE COUNTY HOME DEMONSTRATION COUNCIL IS A MEANS OF COMMUNICATION**

The county home demonstration council serves as a means of communication between the county home demonstration agent and the home demonstration clubs, between the agent and the people of the communities of the county, between the different home demonstration clubs, between the clubs and the Texas Home Demonstration Association and between the clubs and other organizations.

If there are home demonstration committees in communities where there are no home demonstration clubs, the chairmen should be invited to attend the meetings of the county home demonstration council and given the privilege of the floor but not the right to make motions or vote. Their assistance should be welcomed in planning county-wide programs and campaigns.

## **THE COUNTY HOME DEMONSTRATION COUNCIL IS A DEMONSTRATION IN ORGANIZATION**

The county home demonstration council is a demonstration in organization. The local home demonstration clubs are the cooperators. Each council meeting should be a training school for the organization demonstrators, the officers and members, and should contribute something definite to the demonstration as a whole.

As in any demonstration, the agent is responsible for the instruction of the council. She trains it in proper parliamentary procedure. Committees are taught to function effectively. It is the responsibility of the members to develop a harmonious working machine under the guidance of the agent through which the benefits of home demonstration work may be extended to all rural families in the county.

The agent should also train the council members to present each step of the demonstration in organization to the community home demonstration clubs so that they may be good cooperators in organization procedures.

It is a responsibility of the agent to stimulate the initiative and the sense of individual and collective responsibility of the council members.

The county home demonstration agent is not a member of the county home demonstration council; consequently, she can never preside over its meetings, introduce or put motions, vote or handle the money of the council but she has all the privileges of the floor in a council meeting.

Since the council is a demonstration in organization, council members should study the instructions regarding standing rules, officers and standing committees. If the principles are understood, local plans may be made to follow the spirit rather than the letter of the law.

### **Standing Rules**

Every group working together for a common purpose should adopt rules to which all members pledge themselves to conform. This helps

the group to work together harmoniously and efficiently. Write these rules in the affirmative and state them positively.

The number and character of the rules vary with the size and purposes of the group. The subjects usually included are:

1. Name
2. Purpose
3. Membership
4. Officers
5. Term of office
6. Annual meetings and election of officers
7. Money received and paid out
8. Standing committees
9. Meetings
10. Voting body
11. Quorum
12. Amendment

Since the county home demonstration council is a committee, the rules under which it works are called standing rules. They should, however, be models for the constitutions of the home demonstration clubs.

At the beginning of each council year, appoint a committee to study the standing rules and recommend any changes that seem advisable. The standing rules must be read and approved or amended by the entire council. This is done in order that both new and old members may have training in this phase of organization.

The home demonstration clubs, the cooperators in the organization demonstration, should also read and if necessary revise their constitutions. It is a duty of the outgoing club secretary to be sure that the club constitution is in the record book which is given to the incoming secretary.

Because the council must conform to the policies of the home demonstration staff, certain requirements in the adopted rules must be followed.

The following rules are suggested. They should be changed to meet local conditions. In counties which have had home demonstration work for a long time and in which there are a large number of clubs, special interests and activities have developed. These must be considered in writing the standing rules. However, Rule 7, concerning the handling of council funds, must be adopted as given. Some of these rules are followed by explanation. *These notes are explanatory and are not to be copied as parts of the standing rules for a council.*

Copies of the rules as adopted for the county are to be attached to the county home demonstration agent's monthly report after the first council meeting of the year, in order that the Extension Sociologist in Rural Women's Organizations and the district agents may be informed about the rules of the councils.

## **Suggested Standing Rules For \_\_\_\_\_ County Home Demonstration Council**

1. NAME—The name of this organization shall be the \_\_\_\_\_  
County Home Demonstration Council.

2. PURPOSE—The purpose shall be to forward and extend home demonstration work through county-wide cooperation with all rural home-makers.

3. MEMBERSHIP—Council membership shall consist of club representatives, council officers and chairmen of standing committees. Club representatives shall be the club presidents and one elected delegate from each home demonstration club. They shall serve not less than one year and not more than two consecutive years.

*NOTE—Club presidents are required to be representatives because they are responsible for proper club procedure and for carrying out the recommendations of the council. Since one of her duties is to act in the absence of the president, the vice-president may represent the club if the president is not present. No elected delegate can take the place of the executive officers.*

*The club may elect an alternate for the delegate if the standing rules provide for it, but it is not a good plan since it divides responsibility and lessens the continuity of council action. Alternates cannot be appointed since no elective position can be filled by appointment. It is not wise to elect an alternate to serve for only one or two meetings. If a delegate cannot attend a council meeting, she or the club president may ask another club member to attend the meeting and to bring back a report to the club for its information. This club member would be a visitor at the council meeting and would not be allowed to make a motion or vote. The council chairman may ask her for information and with the consent of the council may give her the privilege of the floor.*

*No matter how many clubs there are in a county the representation should not be less than two from each club because both the executive group and the body of the clubs must be represented. In counties having a sparse rural population and in which there will be not more than 4 or 5 home demonstration clubs, provision may be made for electing two delegates.*

*Club representatives cannot serve more than two years. If a club elects the same president for more than two years, she cannot represent it in council.*

4. OFFICERS—The officers shall be a chairman, vice-chairman and secretary-treasurer.

*NOTE—The last two offices may be separated if the council desires.*



5. TERM OF OFFICE—Officers shall be elected annually and are not eligible for the same office for more than two consecutive years.

*NOTE—Officers may be elected to higher offices than those they have held.*

6. ANNUAL MEETING—The regular meeting in October shall be the annual meeting for the election of officers and receiving of annual reports. Officers shall be elected from the authorized voting body.

*NOTE—If the council meets early in the month so that it is difficult to get reports from the club achievement meetings, the council annual meeting may be held in November. In counties where there are many home demonstration clubs, their reports may be given at the meeting preceding the annual meeting. This will give the chairmen of standing committees time to compile their reports. These reports and those of the council officers will be given before the election. Officers are chosen from the present membership of the council. Women who have worked together for a year are able to choose from their number those who are dependable, tactful and enthusiastic. Continuity of council action is assured by having officers who are familiar with the previous year's work.*

*The annual meeting of both the county home demonstration council and clubs should be held early enough for the names of officers and committee members to be printed in the home demonstration club year books. Presiding officers-elect may name their committees though they do not assume office until January 1.*

*Another reason for early annual meetings is so that the county home demonstration agent may have the information for her annual report which is due early in December.*

7. TREASURER—The treasurer shall receive, hold and disburse all funds belonging to the county home demonstration council of..... county. She shall make a full report at each annual meeting and at any other time upon the request of the chairman.

Money paid out by the treasurer must be authorized by a majority vote of the council; however, in an emergency the treasurer is authorized to pay out not more than ..... dollars on a written order for same signed by the chairman to be reported at the next meeting of the council. All disbursements must be made by check signed by both the council chairman and treasurer.

The outgoing treasurer shall, after the annual meeting and before the beginning of the next council year, turn over to the treasurer-elect all money, books and papers of the county council in her custody.

*NOTE—As has been said previously, this rule must be adopted as given. Nothing is more disturbing to an organization than uncertainty in regard to its financial affairs. This rule provides for four essentials in caring for organization funds:*



1. *They must be received, held and disbursed by one person. No committee or individual should retain or expend council funds.*
2. *The expenditure of money must be authorized by a majority vote of the council, except in a real emergency when the amount to be spent is limited to an amount previously determined by the council. This must be reported promptly.*
3. *A council must look ahead to see what transaction will be completed before the next regular council meeting so that payment may be provided for. All checks must be signed by two persons. This means that two people have a definite knowledge of the transaction.*
4. *All money and records must be turned over to the incoming treasurer so she will be able to continue the work of the organization without a break.*

8. COMMITTEES—Standing committees shall be finance, year-book, expansion-education, marketing, sponsors, recreation and reporters. These committees shall be appointed by the council chairman at the first meeting of the year.

The finance and year book committees shall consist of three members of the council.

The other committees may be appointed from the membership of the home demonstration clubs.

The expansion-education committee shall consist of the chairman and four other women, one from each commissioner's precinct.

The marketing committee shall consist of three members appointed by the council chairman.

The sponsors committee shall consist of the sponsors of girls' 4-H clubs. They shall elect their own chairman.

The recreation committee shall consist of three members selected from the membership of the home demonstration clubs.

The reporters committee shall consist of the chairman, appointed by the council chairman, and the reporters of the various home demonstration clubs.

Additional standing committees may be appointed at any time and in any way that the council determines advisable.

NOTE—*This rule should be studied carefully. The finance and year book committees must be appointed from council membership. This has been found wise because it insures more frequent meetings of these important groups. Rules may be changed to suit the individual county. Counties where home demonstration work is new or where there are few clubs should not have many standing committees. One committee may*

assume responsibility for activities usually assigned to two or three. For instance, the education committee may serve as an expansion and exhibit committee. This combination committee is sometimes called the E.E.E. Committee. In other counties a publicity committee combines reporters, radio and exhibit work. On the other hand large counties in which the council has developed a variety of interests frequently have many committees. Care should be taken to see that the unity of council work is not destroyed by having too many committees. If the council has a parliamentary, provision should be made here for her appointment since she has the status of a chairman of a standing committee.

9. MEETINGS—The council shall meet the second ..... of each month at ..... The meeting shall close not later than ..... o'clock.

NOTE—It is usually a good plan to have the council meeting in the middle of the month. Club officers will have had time to compile the results of the previous month's work and still will have time to plan for the distribution and use of any material obtained at council for the succeeding month. Members of the state staff who must be at headquarters the first of the month will have more opportunities to meet with the council.

10. VOTING BODY—The voting body shall consist of the members as defined in Rule 3.

11. QUORUM—A quorum shall consist of ..... voting members. In this number ..... clubs shall be represented.

NOTE—This rule should be studied carefully. The quorum should be large enough to represent the entire county and small enough so that there will be reasonable assurance that meetings will be held. The location of the clubs and the nature of the roads should be considered. A number between one-third and one-half of the full membership is usually selected for a quorum.

As an illustration, in a county having twelve home demonstration clubs, there are 24 club representatives, 3 council officers and 5 chairmen of standing committees, making a total membership of 32. However, the roads are not very good and some of the clubs are on the edge of the county, so it would be wise to place the quorum at 12, which is less than half of the council members, and to provide for the representation of only five clubs. The rule would then read "A quorum shall consist of 12 members. In this number 5 clubs shall be represented."

12. AMENDMENTS—These rules may be amended by a two-thirds vote at any regular meeting.

## Officers

The success and efficiency of an organization depend largely on the enthusiasm, tact and ability of its officers. In all democratic organizations they should be elected from and by the voting body. There are only

three kinds of offices. These are the *executive*, the *secretarial* and the *financial*. Each of them may be divided according to the purposes and activities of the organization. For instance, there may be a president and one or more vice-presidents; the secretary's work may be divided between a recording and a corresponding secretary and there may be a treasurer and an auditor. All of these persons are called officers.

Other persons having special duties, such as the reporter and parliamentarian, have the standing of committee chairmen and usually are appointed.

Council officers should be proud of their position as leaders of the organization demonstration. They should be familiar with the ordinary rules of parliamentary procedure and with the duties of their various offices. Extension Service circulars 236, *Simple Parliamentary Procedure* and 247, *On Being an Officer* will be helpful to them.

**CHAIRMAN**—Because the county home demonstration council is a committee, its presiding officer is called a chairman. It is her responsibility to see that the council accomplishes its work promptly and efficiently.

The chairman should maintain strict impartiality and should not enter into discussions while presiding. If she has information which the council needs before a question can be intelligently discussed and acted upon, she should ask the vice-chairman to take the chair while she presents it.

The council chairman and the county home demonstration agent should have a conference a week or more before each council meeting. They should discuss the unfinished business to be completed, committee meetings and reports to be arranged for, and new business to be introduced. The agenda or program for the council meeting should come out of this conference.

It usually requires three months to develop a piece of work through the council. It is discussed at one meeting and reported to the local home demonstration clubs. Their action on the recommendations made are reported at the next council meeting and the program is carried out the third month. The council chairman and county home demonstration agent must take this procedure into consideration and look well ahead in planning council meetings.

**THE VICE-CHAIRMAN** assumes the duties of the chairman in her absence and in case of permanent absence or disability of the chairman, she automatically becomes chairman.

The vice-chairman may be appointed to any committee but should not be chairman of any committee ex-officio.

**THE SECRETARY-TREASURER**—The secretary-treasurer has two sets of duties. She keeps the records of the meetings of the council,

compiles reports given at the meeting and summarizes them for the home demonstration agent annually or at any other time the agent may call for them. She answers communications of all kinds addressed to the council.

### **Standing Committees**

Standing committees are those which serve during all of a council chairman's administration. She will discuss the selection of committee members with the county home demonstration agent and with home demonstration club presidents.

Except for the finance and year book committees, the chairmen may be chosen from the membership of the home demonstration clubs at large. When a chairman has been appointed, she becomes a member of the county home demonstration council even though she is not a club representative or a council officer. In this case, she does not represent her club but is a member at large. She will be careful to be very impartial in matters relating to club affairs.

When committee chairmen have been chosen they may assist in the naming of other members of the committees. It is always a good plan to have at least one member on a committee who has served the previous year.

The council chairman-elect may begin to form the committees for her administration any time after the annual meeting at which she is elected. She should encourage them to meet to study their work and to prepare plans to be presented to the council early in the year. This will avoid waste of time and will add to the enthusiasm of the council because work will start off promptly. However, both the council chairmen and the committees should remember that their work does not begin officially until their appointment is announced at the first council meeting of the year.

All parts of the county and if possible all clubs should be represented on standing committees. However, the members of individual committees should not be so scattered that it will be difficult for them to meet. For instance, a committee might be made up of members of clubs on the same highway or going to the same trading center.

The chairman of the county home demonstration council should ask each woman on the committee to serve and should announce her appointment. This helps to make the members feel their responsibility to the council rather than to the chairman of her particular committee or to the home demonstration agent. All members of the committee should have consented to serve before their appointment is announced.

Plans which are made by the committees must be approved by both the council and the clubs. The committees should make suggestions for carrying out these plans; should give timely reminders to the clubs sug-

gesting methods of work; should make progress reports and finally should make a complete report at the annual meeting and submit recommendations for the next committee.

Remembering that the county home demonstration council is a demonstration in organization, the clubs should have committees that correspond to the council committees. Since their membership may be smaller and the work simpler, the activities of several council committees may be combined in one club committee. For instance, the expansion and education committees may be combined and the joint committee may arrange for exhibits for which the club is responsible. It may also serve as a membership committee for the club. Or the program and recreation committees may be combined.

The number and nature of standing committees will depend on the interests and activities of the county home demonstration council. That is one reason why the personnel of most of the committees should be selected from the entire membership of the home demonstration clubs, according to their fitness and enthusiasm.

THE FINANCE COMMITTEE is composed of three council members. It plans the council budget and devises ways and means for raising the money to meet it. The budget and the plans for making money must be approved by both the council and clubs. Since extension work is supported by federal and state funds, no dues or fees may be assessed. This might prevent some rural families from receiving the benefit of the instruction offered. Money may be raised in a variety of ways. The most common methods are by charging for recreation activities, sales and bazaars, and voluntary contributions. Finance Committees should be careful that all methods of obtaining money and all articles offered for sale are in accordance with home demonstration standards.

THE YEAR BOOK COMMITTEE is composed of three members of the council. Sometimes in counties with a small number of home demonstration clubs, the committee is made up of a chairman appointed by the council chairman and the chairmen of the program committees of the various clubs. In larger counties the local program chairmen are invited to meet with the council committee two or three times during the year.

This committee, in cooperation with the agent, plans the year book, compiles it and is responsible for its publication and distribution.

THE EXHIBIT COMMITTEE frequently consists of three council members but it may be selected from the membership of the home demonstration clubs. It plans exhibits to illustrate the methods or accomplishments of home demonstration work.

This committee is responsible for plans for cooperation of the home demonstration clubs with the Fair Association or any other civic group which may ask for exhibits to be arranged.

THE EXPANSION COMMITTEE usually consists of three council members, but it may be appointed from the clubs at large. This committee, with the advice and help of the county home demonstration agent,

develops plans by which home demonstration work or some part of it may be extended to all rural families of all communities in the county.

THE EDUCATION COMMITTEE is composed of a chairman and one or more home demonstration club members from each commissioner's precinct. All members are appointed by the council chairman. This committee keeps the home demonstration clubs and the general public informed about the progress and activities of home demonstration work.

At least one member from each precinct reads the county home demonstration agent's annual and monthly reports. From the latter a summary is made of the statistical sheet for every three or four months. The committee notes the demonstrations being carried on, the progress being made, number and value of things produced and sold, and outstanding activities of any kind. This information is presented to the council so that the county home demonstration council and the home demonstration clubs may see the work as a whole and be prepared to discuss it.

The Education Committee plans for reports to be made to the county commissioners who are responsible for the county's contribution to the support of the work. These reports on the progress and accomplishments of the home demonstration program should be made at least three or four times a year. Plans for presenting them should be worked out with the commissioners, the council chairmen and the county home demonstration agent.

This committee especially sees to it that their respective county commissioners are informed as to the progress of the work and that they have opportunity on achievement days and other days to visit demonstrations and demonstrators' homes and understand the educational value of the demonstration to the family and to the community.

The committee is responsible for programs on government activities related to homemaking and agriculture. It directs such programs when they are used at county home demonstration council meetings. These programs are purely for information. The council must neither endorse nor oppose legislation. The education committee is not a legislative committee.

Members of the committee attend the county budget hearing and encourage others to accept this responsibility of citizenship.

This committee assists the Expansion Committee by helping with surveys and plans for cooperation.

It keeps in touch with the reporters' group of the county home demonstration council and cooperates with this group in keeping home demonstration work before the public.

The Expansion and Education Committees frequently are combined and sometimes they also are assigned the work of the Exhibit Committee. In this case the committee is sometimes called the E.E.E. or Good Neigh-

bor Committee. It is made up of five or nine members. The responsibility for different phases of the committee's work may be assigned to different members to insure that no part will be neglected.

THE COUNCIL MARKETING COMMITTEE consists of from three to five members appointed by the council chairman. It presents recommendations to the council for a program of work. The home demonstration clubs should have a marketing chairman to assist in carrying out the program recommended by the council and approved by the club.

There should be programs for study and for action. A program might consist of studies to:

1. Improve the quality of at least one farm product for sale.
2. Improve the method of selling farm products.
3. Learn how to buy more wisely by studying labels of textiles, canned foods or household equipment.
4. Understand trade practices or legislative or governmental regulations that affect the buying or selling of commodities; or the products produced or processed in the farm home.

The action program might consist of:

1. More efficient methods of selling or distributing farm produce.
2. Buying through pooled orders some commodities which are not produced on the farms.

THE RECREATION COMMITTEE consists of three members or of a chairman appointed by the council chairman and the chairman of the Recreation Committees of the home demonstration clubs. It recommends plans for community and county-wide recreation events and provides opportunity for training recreation leaders. A typical plan is: Each club member shall learn to sing three songs from memory; each club shall have four recreational events for its community, and all clubs shall sponsor a county-wide game tournament to raise money for the 4-H fund.

THE SPONSORS' COMMITTEE consists of the adult leaders of 4-H girls' clubs. They usually elect their own chairman who then becomes a member of the county home demonstration council.

This committee is to study with the county home demonstration agent the general purposes and methods of 4-H work, and to plan ways by which adults can help 4-H members take charge of their own 4-H work in a manner that will assure the best development of the girls.

THE 4-H COMMITTEE consists of three members selected from the home demonstration clubs. It plans ways by which the women's clubs may help 4-H work by securing sponsors, assisting demonstrators and helping with achievement and recreation activities. A county council may have either or both of these committees or they may be combined if there are a sufficient number of sponsors who are active home demonstration club members.



THE REPORTERS' COMMITTEE is composed of the reporters of all home demonstration clubs in the county and their assistants and the reporter of the county home demonstration council and her assistant.

The council reporter serves as chairman of the Reporters' Committee. It is helpful if she is a person with previous experience as a club reporter.

The council reporter is responsible for all publicity on council activities, and county events resulting from council plans. In addition, it is her duty to report to the council on the interest, activities, and problems of the Reporters' Committee.

### **Reports To and From The Council**

Since the council is a demonstration in organization, the home demonstration clubs which are cooperators should make reports to the council. These should include reports on the clubs' action on council recommendations, on programs, finances, committee work, community activities, cooperation with others, and any report requested by the council or the county home demonstration agent.

The president of the club as its executive officer should make the report to the county home demonstration council. The council delegate should report from the council to the club. Her report should include general information from the council meeting, announcements and recommendations from the council. She should move to accept the council's recommendations either as a whole or singly, according to the nature and importance of the recommendations.